



SLoCaT SOCIAL MEDIA/ WEBSITE INTERN JOB DESCRIPTION

The Partnership on Sustainable, Low Carbon Transport (SLoCaT) (www.slocat.net) is, with over 80 member organizations, the largest multi-stakeholder initiative on sustainable transport. SLoCaT main aims are the effective inclusion of sustainable transport in global policies on sustainable development and climate change. The Climate and Environment Services Group – Shanghai (CESG-Shanghai) is providing Secretariat services to the SLoCaT Partnership and is currently looking for interns to strengthen the social media presence of the SLoCaT Partnership.

The Interns can perform their tasks either based at the SLoCaT Secretariat based at CESG-Shanghai's office or on a remote basis.

Duration of the internship: 6-10 weeks, full-time, or at least 10 hours per week for a 6 month period if done on a remote basis.

Responsibilities:

- Monitoring SLoCaT members' outreach activities on social media channels (Twitter, Facebook, YouTube etc.)
- Collecting interesting transport, climate change and sustainable development related articles, images and cartoons and periodically posting them on twitter for a SLoCaT account (to be created in coordination with the SLoCaT Convener and Membership Coordinator)
- Regularly checking SLoCaT Member websites for news and recent publications
- Contribute towards regular updating and maintenance of the SLoCaT Website, www.slocat.net
- Tracking and analyzing SLoCaT website statistics

Knowledge and Skills Required:

- Excellent written and oral communication skills in English (Chinese or Spanish would be a plus)
- Understanding of LinkedIn, Facebook, Twitter & YouTube
- Solid understanding of the internet and social media marketing best practices\
- Familiarity with Google Analytics, Google AdWords, Facebook Insights and other social media monitoring tools/dashboards
- Skilled use of Microsoft Excel, Microsoft Word and Power Point.

Interested: Please send an email explaining your interest together with your CV to Talya Enriquez Romano, Membership Coordinator (Talya.enriquezromano@slocatpartnership.org).